

FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) TRAINING PROGRAM

Introduction:

The Florida Association of Public Procurement Officials, Incorporated (FAPPO) values the contributions, efforts, and professionalism of its members. With the challenges that public entities face with constrained budgets, FAPPO recognizes that it has become increasingly difficult for public entities to provide funding for professional development and continuing education.

Purpose and Intent:

The purpose of the Professional Development (Pro-D) Training Program is to provide sponsorship of NIGP core classes (3-day LEAP courses) as a value added benefit of membership. The program is intended to provide access to subsidized training opportunities in a wider location base. FAPPO has partnered with the Central Florida Chapter of NIGP to provide a training matrix of scheduled training opportunities statewide.

Eligibility:

Any regular member who has fully paid their membership for the current term is eligible to register for seminars, paying the subsidized member rate. Non-members may register for seminars, paying the non-member rate.

Note: Race, creed, color, national origin, gender, age, or the employment status of the applicant (other than within public purchasing) will not be considered.

Class Schedule:

Requests for classes will be considered on a first-come, first-served basis, taking location into consideration. The number of classes to be subsidized will be determined by the Board annually. The approved number will be on a fiscal year basis (June 1 to May 31).

Registration and Payments:

Members interested in registering for a FAPPO sponsored seminar must do so directly on the NIGP website. Payment for the seminar will be made directly to NIGP at the member subsidized rate.

Refunds, cancellations or Member Substitutions:

Refunds, cancellations, or member substitutions will be handled in accordance with NIGP policy. Registration and payment must be received 30 days prior to the seminar start date. After this time, registrations will be based on space availability. A full refund, less a \$75 administrative fee, will be given for cancellations made in writing 31+ days prior to the seminar date by emailing Registration@nigp.org. No refunds are given for cancellations received within 30 days of the seminar start date. There are no refunds for no-shows. If the seminar is cancelled for any reason, NIGP's liability is limited to the registration fee only.

Attendee substitutions within the same agency may be done at any time with email notification to NIGP. If attending via scholarship, please provide documentation verifying the scholarship issuer's name and contact information in lieu of payment information.

Host Application Process:

NIGP courses available are:

- Contract Administration
- Sourcing in the Public Sector
- Strategic Procurement Planning
- Developing and Managing RFPs
- Introduction to Public Procurement
- Legal Aspects of Public Procurement

FAPPO provides sponsorship of the entire registration fee for the individual identified as the host for the training site. FAPPO members interested in hosting an NIGP core class should review the "How to Become a Host Site" document located on the FAPPO website before contacting the Pro-D Chairperson.